



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-HR

23 FEB 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #12 - Military and Civilian Evaluation Processing
Requirements

1. REFERENCES.

- a. AR 623-105, Officer Evaluation Reporting System, 1 April 1998.
- b. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 2002.
- c. AR 690-400, Chapter 4302, Total Army Performance Evaluation System (TAPES), 16 October 1998.
- d. AR 215-3, Nonappropriated Funds (NAF) Personnel Policy, 29 Aug 03.
- e. Memorandum, Department of the Army, IMA, 29 Jul 03, subject: US Army IMA Policy Memorandum #8, Evaluation Reports and Performance Appraisal Processing (Encl 1, without enclosures).
- f. Memorandum, IMA SWRO, 10 Dec 03, subject: SWRO IMA Guidance Memorandum #7 – Establishing Rating Schemes for Civilian Staff Principals (Encl 2, without enclosures).
- g. Information Paper, IMA, SFIM-HR, subject: Rating Schemes and Garrison Commanders Senior Rating Officer Evaluation Report (OER) Data (Encl 3).

2. PURPOSE. To provide guidance to all SWRO personnel.

3. APPLICABILITY. These procedures are applicable to all military and civilian personnel assigned to and/or under the operational control of SWRO IMA.

4. PROCEDURES.

- a. Army regulatory guidance requires evaluations be completed in a fair, accurate, and timely manner. The intent of the Region Director is for evaluations to be completed, mailed error-free, and received at the appropriate agency no later than the suspense

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date of the report. For Officer Evaluation Reports (OERs), the suspense to Human Resources Command is 90 days from the thru date; for Noncommissioned Officer Evaluation Reports (NCOERs), the suspense to Enlisted Records and Evaluation Center is 60 days from the thru month; and for TAPES and NAF reports, the suspense to the servicing CPAC is 45 days from the thru month.

b. Evaluation reports are the single most important documents in an individual's file. Late submissions of evaluation reports have direct and significant impact on the individual.

c. Rating schemes must correspond as nearly as practicable to the chain of command and supervision within the organization. Rating schemes will be established by name, given effective dates, published, and distributed to each rated individual and each member of the rating chain. Any changes to rating chains will be published and distributed as they occur. No changes will be made retroactive. Personnel will be incorporated into a rating scheme immediately upon arrival to the unit.

d. Rating schemes that incorporate a rating official from the SWRO will be updated at least quarterly and submitted to SWRO (SFIM-SW-HR) no later than the last working day of each quarter (March, June, September and December). References in paragraphs 1e – 1g provide guidance in establishing the rating chain for installation senior leadership.

e. SWRO Human Resources Division (HRD) is responsible for processing evaluations when a rating official resides at SWRO. The HRD will establish and maintain suspense controls to ensure the timely preparation, completion, and submission of evaluations. Notification of reports for SWRO personnel in which SWRO senior leadership serves as a rating official will be sent to the HRD 30 days prior to the thru date of the report. Garrison Commanders will internally manage evaluation suspense dates within their command.

f. Evaluations will be sent to the SWRO HRD in hard copy (along with a floppy disk) or as a packaged form by email. A minimum of three signed originals will be forwarded. The second page of the report will be on a separate sheet. All reports will be accompanied with a completed Support Form, NCO Counseling Checklist, or Civilian Evaluation Report Support Form. All evaluations will also include suggested comments for the designated SWRO rating official.

g. Leaders at all levels will ensure Soldiers are counseled within the first 30 days of arrival in the unit and quarterly thereafter.

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h. Civilian employees will have written performance plans in place within 30 days after reporting for duty or from the beginning of the rating period.


i. Personnel will be afforded the opportunity to review their completed evaluation prior to departure from the command.

j. Personnel involved in the processing of evaluation reports will protect the privacy of the rated individual by handling the report as PERSONAL IN NATURE.

5. This Guidance Memorandum supersedes memorandum, Department of the Army, IMA SWRO, 29 Jul 03, subject: SWRO IMA Officer Evaluation Report and Noncommissioned Officer Evaluation Report Processing.

6. PROPONENT. The HRD is the proponent for this Guidance Memorandum. POC is Randy Blackburn, at (210) 221-1162, DSN 471-1162, or email randy.blackburn@samhouston.army.mil.

3 Encls
as



HUGH M. EXTON, JR.
Director

DISTRIBUTION:

SWRO IMA Staff

Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544

Garrison Commander, Fort Huachuca, 2837 Boyd Ave, Fort Huachuca, AZ 85613-7001

Garrison Commander, Fort Irwin, PO Box 105021, Fort Irwin, CA 92310-5021

Garrison Commander, Fort Polk, 7330 Mississippi Ave, Fort Polk, LA 71459

Garrison Commander, Fort Sam Houston, 1206 Stanley Road, Bldg 122, Suite A,
Fort Sam Houston, TX 78234-5001

Garrison Commander, Fort Sill, Bldg 455 McNair Hall, Room 114, Fort Sill, OK 73503

Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA
93944-3223

Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202**



JUL 29 2003

SFIM-HR

MEMORANDUM FOR US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum #8,
Evaluation Reports and Performance Appraisal Processing**

1. REFERENCES.

- a. AR 623-105, Officer Evaluations Reporting System, 1 April 1998.
- b. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 2002.
- c. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 August 1998.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on Evaluation Reports and Performance Appraisal Processing.

3. APPLICABILITY. These procedures are applicable to all military and civilian personnel assigned and/or under the operational control of IMA.

4. POLICY.

a. Evaluation reports will be prepared fairly, accurately, and in a timely manner. All military evaluation reports must arrive at their respective Department of the Army final processing activity no later than the respective suspense date after the ending date of the report. Civilian performance appraisals will be completed on schedule in keeping with the rating periods established in reference c.

b. The evaluation report document is the single most important document in a soldier's or civilian's personnel record. Late submissions of civilian appraisals and soldiers evaluation reports may have a significant impact on the promotion and selection process. Late submission of military evaluations can adversely affect a soldier's career. Likewise, civilian performance appraisals are linked to numerous personnel actions affecting civilian employees. Late evaluations are detrimental to the Army's overall effectiveness of selecting the best-qualified individual for promotion, assignments, and schooling. The feedback to employees provided by performance appraisals is essential to effective and efficient management of the workforce.

End

SFIM-HR

SUBJECT: US Army Installation Management Agency Policy Memorandum #8,
Evaluation Reports and Performance Appraisal Processing

c. The Army's timeliness standard is 100% for evaluations and appraisals. All soldiers and civilians in leadership positions will meet that standard.

5. PROCEDURES.

a. Military evaluations and rating schemes:

(1) Soldiers will be incorporated into the unit-rating scheme immediately upon arrival. Rating schemes for garrison/ASG/BSB commanders and command sergeants major are established as indicated in the enclosed rating scheme matrixes. Exceptions must be approved by the Director, IMA. HQ, IMA and IMA Region rating schemes will be updated quarterly and submitted to HQ, IMA, Human Resources Division, no later than the last working day of the quarter. Negative responses are required.

(2) All evaluations will be prepared in accordance with references above, with special emphasis on accuracy and timeliness. All evaluation reports will be finalized by the 30th calendar day after the end date of the report. Rating officials will establish internal suspense controls, which will permit completion of reports on time. For those evaluation reports requiring rating or review by the HQ, IMA office of the Director, rating officials will ensure that the reports arrive at HQ, IMA no later than the 20th calendar day after the end date of the report. After completion, these reports will be forwarded to the local Personnel Center for final processing. Senior raters mailing officer evaluation reports (OER) to the US Army Personnel Command will ensure reports arrive no later than the 90th calendar day after the end date of the report.

(3) Region Directors, when preparing garrison commander evaluations, will solicit feedback from senior commanders of tenant organizations at the installations. Feedback should address how the garrison commanders are supporting their mission and operations. This feedback is not to be categorized as a letter of input for garrison commander evaluations but as a way to assess the level of support garrison commanders provide to all organizations within their respective installations.

b. Civilian performance ratings and appraisals:

(1) Each civilian employee will receive an annual performance rating. Rating dates are established by DA regulation for employees rated under the senior system part of the Total Army Performance Evaluation System (TAPES), reference 1c. The rating cycle for TAPES Base System employees ends on 30 September. Appraisals are due 45 days following the end of the HQ, IMA cycle. The supervisor may recommend

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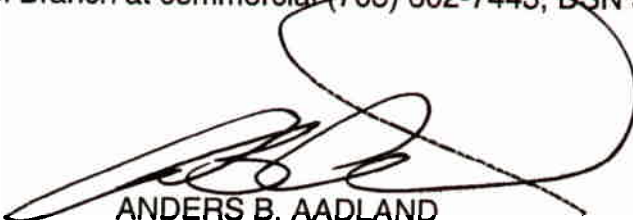
SUBJECT: US Army Installation Management Agency Policy Memorandum #8,
Evaluation Reports and Performance Appraisal Processing

quality increases or other forms of recognition for employees whose individual performance meets the criteria for cash awards.

(2) In those instances when employee performance is judged to be "fair" or "unsuccessful," managers must contact the servicing CPAC prior to taking any action. In keeping with reference 1c, a number of additional procedural steps may be required in such cases.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Military Personnel Branch at commercial (703) 602-7443, DSN 332-7443.

Encl
as



ANDERS B. AADLAND
Major General, GS
Director



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10 DEC 03

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA)
Guidance Memorandum #7 – Establishing Rating Schemes for Civilian Staff Principals**

1. REFERENCES:

a. Memorandum, Department of the Army, Installation Management Agency, 29 Jul 03, subject: US Army Installation Management Agency Policy Memorandum #8, Evaluation Reports and Performance Appraisal Processing (enclosure 1).

b. Memorandum, Department of the Army, Installation Management Agency, Memorandum of Agreement between Director, Department of the Army Installation Management Agency and Commander, Network Enterprise Technology Command/9th Army Signal Command, 29 Apr 03, subject: Delineation of the Functional Responsibilities and the Funding and Operational Relationship.

c. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 August 1998.

2. PURPOSE. To provide guidance to all SWRO Garrisons.

3. APPLICABILITY. These procedures are applicable to establishing civilian rating schemes for all civilian personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

a. My long-term intent is to place the rater/senior rater function for the principal garrison civilians at the local level and to involve the deputy in the rating scheme. HQ IMA is in the process of developing the standard Position Descriptions (PD) for the Deputy to the Commander position and I fully expect the PD will include supervisory responsibilities to maintain their current grade levels.

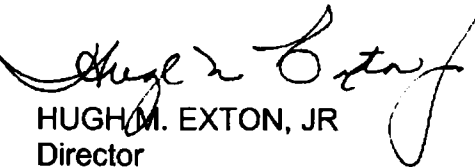
b. Garrison Commanders have the option to serve as both the rater/senior rater for your principals if the deputy is not currently involved. The only garrison civilian performance plans, support forms, and evaluations I wish to become involved with as the senior rater are those for the Deputy to the Commander and the installation Director of Information Management. Revised rating scheme matrices are enclosed.

Encl 2

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Guidance Memorandum #7 – Establishing Rating Schemes for Civilian Staff Principals

5. PROPONENT. The Human Resources Division is the proponent for this Guidance Memorandum. POC is Randy Blackburn, Management Assistant, at (210) 221-1162, DSN 471-1162, or email randy.blackburn@samhouston.army.mil.


HUGH M. EXTON, JR
Director

2 Encls

1. IMA Policy Memorandum #8
2. Revised Matrix

DISTRIBUTION:

Garrison Commander, Fort Bliss, Bldg. 2A Sheridan Road, Fort Bliss, TX 79916
Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544
Garrison Commander, Fort Huachuca, 2837 Boyd Ave, Fort Huachuca, AZ 85613-7001
Garrison Commander, Fort Irwin, PO Box 105021, Fort Irwin, CA 92310-5021
Garrison Commander, Fort Polk, 7330 Mississippi Ave, Fort Polk, LA 71459
Garrison Commander, Fort Sam Houston, 1206 Stanley Road, Bldg 122, Suite A,
Fort Sam Houston, TX 78234-5001
Garrison Commander, Fort Sill, Bldg 455 McNair Hall, Room 114, Fort Sill, OK 73503
Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA
93944-3223
Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002
Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124

INFORMATION PAPER

SFIM-HR
21 January 2004

SUBJECT: Rating Schemes and Garrison Commanders Senior Rating Officer Evaluation report (OER) Data

1. Purpose. To provide information on rating schemes and tracking of commanders senior rating data.

2. Facts.

a. The establishment of the Installation Management Agency (IMA) necessitated establishing a rating chain for both military and civilian personnel.

b. Rating chains created corresponded, as nearly as practicable, with the chain of command and supervision within the organization. This rating chain tied the rated individual's performance to a specific senior/subordinate relationship.

c. Rating schemes (encl 1) were approved for implementation in Jul 03. Changes to these rating chains require coordination and submission to Director IMA (DIMA) for approval. If the "alternative" rating template is used, the Region Director (RD) must make it region-wide.

d. Currently we are coordinating RD's guidance for proper garrison's chaplains rating scheme. Will brief RDs' guidance to DIMA for decision and publication of new rating scheme, if required.

e. Last fall the Assistant Chief of Staff for Installation Management (ACSIM) tasked DIMA to gather OER senior rating data for Garrison Commanders (GC). A tracking document was created (encl 2) to display this data for ease of analysis. The collection of data is not a one-time drill; continuous oversight of GC OERs is now a matter of routine in IMA. This collection of data was discussed with RDs at the 9 Oct 03 offsite. This is certainly IMA senior leaders business, but the DIMA has entrusted this highly sensitive project to HQIMA's Chief, Military Personnel Branch (MPB) for data collection and analysis. DIMA has strongly encouraged RDs to also fix this responsibility with their Chief, MPB.

f. Ensure you establish internal procedures to monitor evaluations for proper rating scheme compliance and for tracking GCs OER senior rating data.

Mr. Luis R. Diaz/703-602-6302
Approved by: Peter R. O'Connor

Encl 3



RATING SCHEMES



Published Rating Scheme



Colonel Garrison/ASG Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
Garrison/ASG Commander Colonel	Region Director	N/A	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Civilian)	Garrison/ASG Commander	None	Region Director
Garrison/ASG CSM	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff Principals (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff** Principals (Civilian)	Garrison/ASG Commander	None	Region Director

* Deputy Garrison Commander could rate GS13 & below w/GC as IR and RD as SR



Alternative Rating Scheme (RD Option)



Colonel Garrison/ASG Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
Garrison/ASG Commander Colonel	Region Director	N/A	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Civilian)	Garrison/ASG Commander	None	Region Director
Garrison/ASG CSM	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff Principals (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff Principals (Civilian)	Deputy Garrison/ASG Commander	None	Garrison/ASG Commander



Published Rating Scheme



LTC Garrison/BSB Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
BSB Commander	ASG Commander	Region Director	Installation Cdr/ Senior Mission Cdr
LTC Garrison Commander	Region Director	None	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Military)	Garrison/BSB Commander	Region Director	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Civilian)	Garrison/BSB Commander	None	Region Director
BSB CSM	BSB Commander	ASG Commander	Region Director
LTC Garrison CSM	Garrison Commander	Region Director	Installation Cdr/ Senior Mission Cdr
BSB Staff Principals (Military)	BSB Commander	ASG Commander	Region Director
LTC Garrison Staff Principals (Military)	Garrison Commander	Region Director	Senior Mission Cdr
LTC Garrison Staff Principals (Civilian)	Garrison Commander	None	Region Director



Alternative Rating Scheme (RD Option)



LTC Garrison/BSB Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
BSB Commander	ASG Commander	Region Director	Installation Cdr/ Senior Mission Cdr
LTC Garrison Commander	Region Director	None	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Military)	Garrison/BSB Commander	Region Director	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Civilian)	Garrison/BSB Commander	None	Region Director
BSB CSM	BSB Commander	ASG Commander	Region Director
LTC Garrison CSM	Garrison Commander	Region Director	Installation Cdr/ Senior Mission Cdr
BSB Staff Principals (Military)	BSB Commander	ASG Commander	Region Director
LTC Garrison Staff Principals (Military)	Garrison Commander	Region Director	Senior Mission Cdr
LTC Garrison Staff Principals (Civilian)	Deputy Garrison/BSB Commander	None	Garrison/BSB Commander



Published Rating Scheme



Regions

Position	Rater	Intermediate Rater	Senior Rater	Reviewer
Director	Director, IMA	ACSIM	ASA I&E	
Deputy Director	Region Director	N/A	Director, IMA	
XO	Deputy Director	Region Director	Director, IMA	
Chief of Staff	D, Region Director	N/A	Region Director	
CSM	Region Director	N/A	Director, IMA	Director, IMA
Ops & Mob Div (Mil)	Region Director	N/A	Director, IMA	
Ops & Mob Div (Civ)	Chief of Staff	NONE	Region Director	
Chaplain	Region Director	N/A	Director, IMA	
Asst Chaplain	Region Chaplain	Region Director	Director, IMA	

NOTE: DIMA'S GUIDANCE IS THAT HE WILL SENIOR RATE ALL FIELD GRADE AND ABOVE

- FOUO -

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Region: _____

**Officer Evaluation Report Tracking Trends
(COL)**

Installations	Rated Officer	1st OER	2nd OER	3rd OER	Same SR	Comments
Installation A	Outgoing GC's Rank / First Name / Last Name	COM Jun 02 - Sep 02	ACOM Oct 02 - Jun 03		Yes	
	Incoming GC's Rank / First Name / Last Name					
Installation B	Rank / First Name / Last Name	ACOM Jun 02 - Sep 02	ACOM Oct 02 - Feb 03		No	

Region: _____

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**Officer Evaluation Report Tracking Trends
(LTC)**

Installations	Rated Officer	1st OER	2nd OER	3rd OER	Same SR	Comments
Installation A	Rank / First Name / Last Name	ACOM May 02 - May 03				
Installation B	Rank / First Name / Last Name	COM Jun 02 - Jun 03				